

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name:	Current Date: <b>January 10, 2022</b>
Classification: <b>Air Pollution Specialist</b>	Position #: 673-710-XXXX-XXX
Division: <b>Air Quality Planning and Science Division</b>	Branch: <b>Emission Inventory &amp; Economic Analysis Branch</b>
Section: <b>Emission Inventory Analysis Section</b>	CBID: <b>R09</b>
Supervisor Name: <b>Y. Anny Huang</b>	Supervisor Classification: <b>Air Resources Supervisor I</b>

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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**FOR SUPERVISORY POSITIONS ONLY**

Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible: N/A

**FOR LEADPERSONS OR TEAM LEADERS ONLY**

Indicate the number of positions by classification that this position LEADS: N/A

**MISSION OF SECTION**

The Emission Inventory Analysis Section ("the Section") in the Emissions Inventory and Economic Analysis Branch is responsible for quantifying criteria pollutant emissions, greenhouse gases (GHG) emissions, and ecosystem carbon transformation in various land types. The work of the Section is incorporated into the accounting efforts of air quality planning and tracking California's progress towards meeting statewide climate change goals. Projects in this section include: quantifying and tracking changes in ecosystem carbon stored in natural and working lands; estimating emissions from land management activities, wildfire, and prescribed fire; developing methodologies for emissions and carbon quantification; conducting routine and special analyses related to criteria pollutants, GHGs, and ecosystem carbon; and integrating a multi-pollutant inventory database. The Section also collaborates with other state and federal agencies, academic researchers, and public stakeholders in advancing understanding of emission sources, evaluating newly emerged data and methodologies, and using science to find ways to reduce emissions.

**CONCEPT OF POSITION**

Under close supervision (Range A), supervision (Range B), or general supervision (Range C), the incumbent performs air pollution specialist duties that include review, evaluation, and development of quantification methods for emissions and carbon stocks in natural and working lands. The position performs tasks by employing geographical information, large landscape-scale datasets, computer programming languages, and computer modeling tools. The position requires close interaction and teamwork with California Air Resources Board (CARB) staff and management. Incumbent will work collaboratively with diverse stakeholders, including staff and management from other state and federal agencies, local governments, academic researchers, and the general public. Specific duties include:

<b>% OF TIME</b>	<b>RESPONSIBILITIES OF POSITION</b>
25%-E	Compile, collate, and reconcile land management activity data collected by state and federal government agencies into an integrated geodatabase. Process, analyze, interpret, and summarize datasets. Utilize geospatial analysis tools, satellite remote sensing, and ancillary data to fill data gaps. Verify and validate data using prescribed methods and scientific judgment. Process datasets for tracking land management activities over time and for use in modeling analyses.
25%-E	Perform emission modeling of wildfire and prescribed fire events.

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<b>% OF TIME</b>	<b>RESPONSIBILITIES OF POSITION</b>
15%-E	Collaborate with other state and federal agencies and academic researchers in developing methodology to detect change in trees across the state, including in forests, croplands, and urban green spaces.
15%-E	Develop methods for estimating ecosystem carbon stocks and GHG emissions associated with land management activities. Conduct custom analysis to assess how human activities and other natural factors impact emissions and carbon transformation. Apply accepted emissions and ecosystem carbon accounting principles in determining the benefits and impacts of human actions.
5%-E	Work collaboratively with colleagues from various groups in CARB; other state, federal, and local agencies; academic researchers; and public stakeholders in evaluating newly emerged data and scientific methodologies and managing contracts. Participate in technical work groups and committees on soils and land related topics.
10%-E	Write technical reports, memos, letters, report summaries, and oral presentations for staff, management and the general public including members of environmental organizations. Present technical information in presentations to CARB management, stakeholders, and the general public at meetings and workshops.
5%-M	Provide comprehensive assistance to Section manager in the planning, organizing, and implementing Section programs; special assignments; and hosting internal/external meetings and workshops as needed.